
Useful Addresses & Phone Numbers

VETERAN'S ADMINISTRATION

Building 4037
Yongsan South Post
Below the ACAP Center
738-5121

TRANSITION OFFICES

- * Yongsan
Building 4034
Backside of A Det. 516th PSB
723-2070
- * Camp Humphreys
Building 542
Adjacent to B Det. 516th PSB
753-8839
- * Camp Henry
Building 1685 Rm 224
768-7278
- * Camp Casey (Camp Mobile)
Building 2765
730-3441

YONGSAN ACAP

Building 4038
Yongsan South Post
Located near Dragon Hill Lodge and
1st Replacement Center

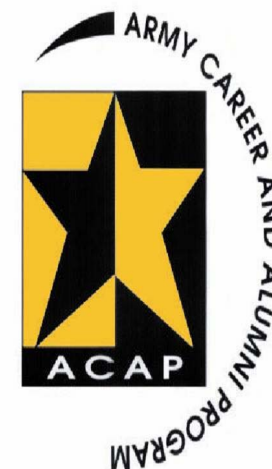
Monday – Friday, 0900-1700
Closed major Federal holidays Open
all Training holidays

ACAP Resources

- ❖ Job Bulletin Board
- ❖ Service Provider Listing
- ❖ ACAP Job Listings
- ❖ Transition Bulletin Board
- ❖ Resume Writer & Cover Letter
- ❖ Internet Access
- ❖ Job Analyzer
- ❖ Practice Interviews
- ❖ America's Job Bank
- ❖ DOD Job Search
- ❖ Local Reference Library
- ❖ Local Job Fairs
- ❖ Job Assistance Counseling

**ACAP Counselors
are here for you!
Contact our office for an
appointment.**

Telephone: 738-7334
FAX: 738-7335



*Leaving
the Military?*

*then the
ARMY CAREER &
ALUMNI PROGRAM
is for you!*

What is ACAP?

ACAP is a program designed to provide Transition Assistance and Job Assistance service to **soldiers, DoD civilians**, and their **family members**. Using a combination of lectures, counseling and an online system (ACAP XXI), the program offers pre-separation counseling, job search training, counseling and other resources.

When should I contact ACAP?

If retiring, you may contact ACAP two years before the separation date. If leaving the service (but not retiring) you should contact ACAP one year before your ETS date. The ACAP process starts with the congressionally-mandated "Pre-Separation Briefing." This briefing is **not** optional, and it's a unit commander's responsibility to ensure that each soldier leaving his/her unit (voluntarily or involuntarily) attends the briefing early enough to take full advantage of ACAP services.

The Pre-Separation Briefing covers:

- * Individualized Transition Plan
- * Dept of Labor Transition Assistance
- * DoD Job Search
- * Federal Employment Information
- * Relocation Assistance
- * Education/Montgomery GI Bill
- * Hiring Preferences for
- * Non-appropriated fund (NAF) Jobs
- * Health and Life Insurance
- * Financial Management
- * Unemployment Compensation
- * VA Loans/SBA Loans, grants, etc.
- * Reserve Affiliation
- * Disabled Veterans Benefits

DD Form 2648

Upon completion of the Pre-Separation Briefing you will receive DD Form 2648, Pre-Separation Counseling Checklist, which is your tool for your Individual Transition Plan. It verifies that you have received vital information on various government services available to you prior to your separation.

Individual Transition Plan

The Individual Transition Plan covers 7 categories of concerns you may face as you transition from the military

- * Taking care of family needs
- * Getting financially ready
- * Preparing for a new career
- * Continuing education
- * Job-related training & certification
- * Finding a new job
- * Starting a business

Pre-Separation & Workshops

Schedule & Locations

Pre-Separation Briefings are conducted at Yongsan, Camp Humphreys, Camp Henry, Camp Mobile/Casey & Camp Stanley throughout the month.

☛ Yongsan (738-7334)

Pre-Sep: M-Tu-W-F (0845 or 1245)

By appointment

Workshop: 1st & 3rd M & Tu – monthly

☛ Camp Humphreys (753-8605)

Pre-Sep: By appointment

Workshop: 2nd and 4th Tu & W - monthly

☛ Camp Henry (Daegu) (768-7571)

Pre-Sep: By appointment

Workshop: 2nd Mon & Tues - monthly

☛ Camp Mobile/Casey (730-4044) & Stanley (732-4733)

Pre-Sep: By appointment

Workshop: weekly

Call us or visit www.acap.army.mil

ACAP XXI is for you!

After attending the Pre-Separation Brief you may access ACAP XXI.

- ◆ ACAP XXI is a new self-paced, interactive, multimedia computer based Job Assistance training system, which puts your future at your fingertips.
- ◆ ACAP XXI uses full-screen, full-motion video, graphics, animation, stereo audio, and text to provide pre-separation guidance, job assistance training, practice interviewing, and related transition support.
- ◆ ACAP XXI consists of 6 modules, called *Job Assistance Training Application (JATA)* that include information on:
 - ◆ **Job Search**
 - Establishing Timelines
 - Managing Your Transition
 - ◆ **Goal Setting**
 - Financial Requirements
 - Values & Priorities
 - Choosing Occupations/Locations
 - ◆ **Exploring the Job Market**
 - Networking/Job Resources
 - Federal Job Application Completion
 - ◆ **Resume Writing**
 - SEA Inventory
 - Writing Resumes
 - Cover/Thank You Letters
 - References/Applications
 - ◆ **Interviewing**
 - Preparation/Strategies/Negotiations
 - ◆ **Managing Your Career**
 - Succeeding in Your New Job
 - Preparing for Advancement